



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 12-74A**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: **Assignment effective NO Sooner than 1 AUGUST 2012** Vehicle Management & Analysis Craftsman	AFSC: 2T3X7	OPEN DATE: 11 MAY 2012	CLOSE DATE: 2 JULY 2012 (CHANGE)
UNIT OF ACTIVITY/DUTY LOCATION: 168th Logistics Readiness Squadron, Eielson Air Force Base, AK	GRADE REQUIREMENT: Minimum: E4 Maximum: E7		
SELECTING SUPERVISOR: Lt Col Rowland	VACANCY: 00960201	PHYSICAL PROFILE: PULHES – 333233	

AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR

Area 2 All Alaska Air National Guard Members

Area 3 All Alaska Air and Army National Guard members

Area 4 Nationwide (All military members eligible for membership in to the AKANG and **MUST HOLD AFSC**)

All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Supervise and perform the scheduling and analysis of maintenance performed on vehicles and equipment
- Use a computer to manage the vehicle data collection system and develops local retrievals to obtain specific data
- Supervise and perform On-Line Vehicle Interactive Management System (OLVIMS) and fleet management functions
- Manage vehicle leasing program. Input data to the OLVIMS and Standard Base Supply System (SBSS) computer systems and verifies data accuracy
- Prepare, review and correct OLVIMS system products. Develop base vehicle priority buy program, vehicle minimum essential levels, vehicle priority recall listing and vehicle rotation plan
- Perform fleet maintenance, operations analysis and vehicle control program
- Develop local retrievals to obtain specific data and analyzes this data for specific trends
- Coordinate with work center supervisors and using organizations to ensure a timely repair of assigned vehicles
- Monitor contract and warranty repairs, status, and funding. Develop and administer long and short range plans and programs for completion of preventative maintenance and inspections, special inspections and projects
- Program vehicles for depot maintenance on a five-year maintenance plan
- Control and administer the delayed maintenance and accident and abuse programs
- Operate computers and calculators. Maintain and file vehicle historical data and records jackets
- Analyze data for deviations from specific performance indicators and helps to develop corrective actions
- Perform vehicle management data reporting/transfer as required
- Use Logistics Installation and Mission Support Enterprise View – Vehicle View (LIMS EV-VV)
- Collect data for mandated reporting requirements (Resource Conservation & Recovery Act, Status of Resources & Training Systems, etc)
- Assemble specific vehicular information by extracting and tabulating maintenance data in a logical presentation sequence using automated and manual methods
- Prepare data for presentation in tabular, chart, graphic and summary form
- Give written and narrative summaries to meet management needs
- Manage Air Force equipment management system program for vehicle fleet. Develop alternative sources of support for operational vehicle shortfalls
- Manage vehicle custodial account and vehicle authorization and utilization program
- Prepare and defend base level submission for central appropriated funds procurement of motor vehicles and other budgetary accounts
- Review and coordinate on statements of work and performance requirements documents requiring government vehicles
- Monitor and coordinate on military construction projects
- Input routine and Mission Capable requisitions in SBSS, monitor Due-In From Maintenance Program and processes SBSS inquiries
- Administers the wing's Vehicle Control Officer (VCO Program and trains personnel to perform VCO duties
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret (eligible to obtain)**
- APTITUDE REQUIREMENT – ADMINISTRATIVE - 41
- STRENGTH APTITUDE - Demonstrated by weight lift of 40 LBS

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: vehicle fleet management and analysis; maintenance responsibilities; maintenance data collection and reporting procedures; LIMS EV-VV; and small computer operation
- Experience performing or supervising functions such as vehicle fleet management and analysis, quality control, customer service center or maintenance shop work centers, and in obtaining parts and materials for use in vehicle maintenance

See page 2 for All Required Documents for Considerations

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800.** Complete applications must be received in HRO office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-10 are **required** by the Human Resource Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1(Application Form for Active Guard/Reserve (AGR) Position (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 30 days)
5. CURRENT AGR/Mobility/ADSW Orders (If applicable)
6. Last 3 Enlisted Performance Evaluations (If applicable)
7. Cover Letter & Resume
8. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
9. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
10. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC)(Available on <http://dmva.alaska.gov/employment.htm>)
11. Letters of Recommendation will be accepted

****SUBMIT NO STAPLES/NO BINDINGS****

QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-6452)

MAIL APPLICATIONS TO:

Alaska National Guard, Human Resources Office, HRO
Building 49000 Room D-209, Post Office Box 5800
Joint Base Elmendorf Richardson, AK 99505-5800

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.